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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, O/T

DATE: 13 March 1952

FROM : Chief, Languages Services Division

SUBJECT: Report of Progress for Week of 10 March through 14 March

1. Elementary classes in French, German, Russian and Italian began on 10 March.
2. Instruction in elementary Spanish will begin on 24 March.
3. The Language Laboratory is now in the state of readiness for use, with the exception of certain minor pieces of equipment which do not interfere with the use of the laboratory by students.

(a) McIntosh Equalizer for the disk recording machine and the two tape film synchronizers.

(b) There is still a shortage of 11 chairs in the supply for the Language Laboratory.

(c) The installation of the air-conditioning equipment for the Language Training Center is presently in the process of completion.

4. It has become apparent that the usefulness of recording studio No. 1 is impaired by the existence of an air-conditioning blower suspended from the floor underneath the studio. Negotiations are under way to have the equipment removed from the ceiling of the room below. *I. U. ride hard on this Frank*

5. Two of the four portable tape recorders for use in the classrooms have been received.

6. Two technicians are presently on duty in the laboratory, and have aided immeasurably in making the laboratory ready for use. It is contemplated that the laboratory will shortly be open from 0830 to 2000.

7. A new steno-typist entered on duty in the office of the Language Services Division on 12 March.

8. The Language Services Division is in the process of taking over foreign language recordings from the OCD library. The remainder of these records will be turned over to us as soon as they are returned to the OCD library.

9. Conferences:

(a) A representative of the Language Services Division attended a meeting with the representatives of the Training Support Staff.

(b) The conference was held with the registrar O/TR concerning the joint responsibility of training support staff and Language Services Division for the completing of records on language students.

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~~703 NO~~ ~~BOX NO.~~ ~~FLD NO.~~ ~~DOC. NO. 67~~ NO CHANGE
IN CLASS/ ~~DECLASS~~ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 10 REV DATE 10/77 ~~RENEWER~~ 676 TYPE DOC. 02
NO. PGS 7 CREATION DATE ~~ORG COMP~~ 11 ~~OP~~ 11 ~~ORG CLASS~~ C
REV CLASS 11 REV COORD. AUTH: HR 70-3

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(c) A candidate for the Russian position in Language Services Division was interviewed and the candidate promised a reply within a week.

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Chief, Language Services Division

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